

**JOINT-INTEGRATED FFIS - FMFI CYCLE PROCESSING MASTER SCHEDULE COMMENCING  
SEPTEMBER 18 THRU 30, 2009, AND OCTOBER 1 THRU 5, 2009**

**Definitions:** **Deployment (D) 1 Agencies** are those designated agencies scheduled to migrate from FFIS to FMFI. There are eight (8) agencies. They are as follows: **ARS FF03; FAS FF10; ERS FF18; NASS FF20; CSREES FF22; OIG FF23; FSIS F37; and DASO FF90.**

The remaining nine (9) agencies are scheduled for Phase II Deployment are as follows: **AMS FF02; RD FF07; RMA FF08; FS FF11; NRCS FF16; FNS FF30; APHIS FF34; GIPSA FF36; and FSA FFFA.** The Common Application FF00 will be migrated as required to ensure complete accountability.

**NOTE:** As per the OCF0 Council decision May 15, 2008, starting Wednesday, September 16, 2009, through Wednesday, September 30, 2009, interfaces and full nightly cycles will run for all agencies. On Thursday, October 1, 2009 through Thursday, October 15, 2009, D1 agencies will run modified cycles with no interfaces until the FFIS final close. All other agencies still resident in FFIS domain will run interfaces and full nightly cycles from Thursday, October 1, 2009 through Friday, October 16, 2009.

**Friday, September 18, 2009, for all USDA AGENCIES**

- ☐ Run Interfaces and Nightly Cycle;
- ☐ **Last day PCAS jobs** can run IOT to generate IPAC collections. IPAC bills will be created for BP's created from this run on September 21, 2009.
- ☐ Run Payroll Estimates (130%) of Pay Period 17;

**Note:** For dates Saturday, September 19 through Wednesday, September 23, 2009, there are no planned changes with regard to the schedule of events, activities or tasks.

**Saturday, September 19, 2009, for all USDA AGENCIES UNLESS NOTED**

- ☐ Payroll Weekend-Pay Period 18;
- ☐ System available 6:00 AM to 4:00 PM CDT;
- ☐ FDW available 6:00 AM to 5:00 PM CDT;

**Sunday, September 20, 2009, for all USDA AGENCIES UNLESS NOTED**

- ☐ Payroll Weekend-Pay Period 18;
- ☐ System available after payroll cycle completes;
- ☐ No FDW availability;

JOINT-INTEGRATED FFIS - FMMI CYCLE PROCESSING MASTER SCHEDULE COMMENCING  
SEPTEMBER 18 THRU 30, 2009, AND OCTOBER 1 THRU 5, 2009

**Monday, September 21, 2009, for all USDA AGENCIES UNLESS NOTED**

- ☐ Run Interfaces and Nightly Cycles;
- ☐ Run IAS Consistency Report;
- ☐ Last Goals run for all agencies that run GOALS;
- ☐ ABCO Billing Proc last run;
- ☐ Last day to input "BD" bills into IBIL to accomplish IPAC collections for year-end;
- ☐ IPAC bills entered and accepted in IBIL and ABCO will be generated on September 21, 2009;
- ☐ Review Payroll Estimates;

**Tuesday, September 22, 2009, for all USDA AGENCIES UNLESS NOTED**

- ☐ Run Interfaces and Nightly Cycles;
- ☐ Review payroll estimates;
- ☐ Provide update of legal representation letter to OIG with copy to ACFO-FO;
- ☐ Disbursement and Obligation cutoff for Feeders;
- ☐ Transmit IPAC bills from FFIS-GOALS and ABCO Billing Proc File;
- ☐ Run IAS Consistency Report;
- ☐ Cut-off day for entering BD's to accomplish IPAC collections. All updates to ARTX or CATX for any billing documents created from PCAS or direct input must be done by this date;

**Wednesday, September 23, 2009, for all USDA AGENCIES UNLESS NOTED**

- ☐ Run Interfaces and Nightly Cycles;
- ☐ Import accounting period 12/2009; Intra-departmental balances as of September 21, 2009, from FACTS I file to ITRS;
- ☐ Run IAS Consistency Report;

**Thursday, September 24, 2009, for all USDA AGENCIES UNLESS NOTED**

- ☐ Last Job for **MISC Payments** on Daily Run List;
- ☐ **Last day for TRVL, GVTS, TELE and UTVN feeder run for FY 2009 for all agencies;**
- ☐ Run All Interfaces and Nightly Cycles for **all agencies;**
- ☐ Run TELE and UTVN Accruals;
- ☐ **Deadline for D1 Agencies to enter payment information into IAS; Note: Please do not bring down any D1 FFIS application or begin the cycle until after 8:00 PM CDT (2000 hrs CDT):**
- ☐ Run IAS Consistency Report for **all agencies;**
- ☐ Run PROP depreciation for **all agencies;** (Note: if change, then update for all agencies and distribute);
- ☐ Submit budget execution requests, including new account symbols for **all agencies;**

**JOINT-INTEGRATED FFIS - FMMI CYCLE PROCESSING MASTER SCHEDULE COMMENCING  
SEPTEMBER 18 THRU 30, 2009, AND OCTOBER 1 THRU 5, 2009**

- ☐ Warrants and SF-1151 requests to OBPA for **all agencies**;
- ☐ Summarize Legal letter response for USDA for items as of September 15, 2009, into OMB table format and submit to OIG for **all agencies**;
- ☐ Accelerate disbursements thru **October 15, 2009, for D1 agencies**;
- ☐ Accelerate disbursements thru **September 30, 2009, for all other agencies**;
- ☐ Remove all FY 2010 periods from the APRD table EXCEPT Period '00' and '01' for **D1 agencies ONLY**. Wait until August 15, 2009, for decision by FMMI Program Management. Note: This action may be performed in mid-September 2009; **All other agencies' APRD Table remains** the same;
- ☐ TRVL, GVTS, TELE, and UTVN splitters in place at 11:50 PM CDT.

**Friday, September 25, 2009, for all USDA AGENCIES UNLESS NOTED**

- ☐ Run **All** interfaces and nightly cycles with NO Disbursements for **all agencies**; Note: Please do not bring down any D1 FFIS application or begin the cycle until after 11:00 PM CDT (2300 hrs CDT)
- ☐ All feeders **EXCEPT** ABCO, CAPS, PROP and OTRS will be dated October 1, FY 2010.
- ☐ **Last day for e-GovTrip and SMARTPAY2 files to be sent for D1 Agencies and all other agencies**;
- ☐ Deadline for D1 Agencies to enter awards into IAS
- ☐ Run **IAS Consistency Report** for **all agencies**;
- ☐ **Last day for REPROC Cycle for all agencies (Note: D1 Agencies will have to run REPROC until table is clear)**;
- ☐ Review Accruals for **all agencies**;
- ☐ CPAIS/Prop System down at 5:00 PM CDT for **all agencies**;
- ☐ Last Day to run **ACXT** job;

**Saturday, September 26, 2009, for all USDA AGENCIES UNLESS NOTED**

- ☐ Maintenance Weekend (**MINIMAL MAINTENANCE**) will occur. System available from 6:00 AM to 5:00 PM CDT to accommodate the demands of FFIS annual closeout process in conjunction with FMMI implementation project;
- ☐ FDW available 6:00 AM to 5:00 PM CDT;
- ☐ Run ABCO M-year Roll per Peggy Abney;
- ☐ Run ABCO Splitter-2 Job after Peggy Abney confirms M-Year job is OK; \*\*\*\*
- ☐ Run ABCO, PROP, CAPS and OTRS Interfaces and Full Nightly Cycle with **NO** disbursements for **all agencies**;
- ☐ Agencies review accruals;
- ☐ Review Property Depreciation Records for all Agencies;

JOINT-INTEGRATED FFIS - FMFI CYCLE PROCESSING MASTER SCHEDULE COMMENCING  
SEPTEMBER 18 THRU 30, 2009, AND OCTOBER 1 THRU 5, 2009

**Sunday, September 27, 2009, for all USDA AGENCIES UNLESS NOTED**

- ☐ Maintenance Weekend (**MINIMAL MAINTENANCE**) will occur. System available from 6:00 AM to 5:00 PM CDT to accommodate the demands of FFIS annual closeout process in conjunction with FMFI implementation project;
- ☐ Interfaces will run before cycles at **2:00 PM CDT**; Take **FF00** application down at **4:00 PM CDT** and begin the **FF00** cycle;
- ☐ Take All 17 FFIS applications down at **5:00 PM CDT** IOT start running Full Nightly cycles;
- ☐ FDW available 6:00 AM to 8:00 PM CDT;
- ☐ Run ABCO, PROP, CAPS and OTRS Interfaces and Nightly Cycle with disbursements for all other agencies; Use the staggered schedule.
- ☐ After last full nightly cycle completes, **CANCEL all E-GovTrip and SMARTPAY2** jobs in the **D1 agencies and ALL other agencies for any cycle in the job stream effective Monday, September 28, 2009.**
- ☐ **For D1 Agencies**, the Disbursement date should be the latest schedule date; **Q4.** What date is the latest schedule date? Lookup in the UPVT table. Please see the below PARM. Whose decision is this to make?
- ☐ **Deadline for D1 Agencies DRMs to make corrections to awards only**

P03NADPG    PMAD   1       1       1       Card Number  
                     2-9    AD       Program ID  
                     10-14 09412 Accounting Period  
                     30-35 (leave blank)    From Date  
                     36-41 090930        To Date

                 2       1       2       Card Number  
                     2-5    03       Disbursing Office  
                     7       \*       Schedule Category  
                     9       \*       Schedule type  
                     11-16 090930       Payment Date

- ☐ **For D1 Agencies**, Bring up the FFIS application after full nightly cycle completes to ensure that the **UPVT TABLE** is clear.

If not, **RUN ABBREVIATED CYCLES** for those **D1 Agencies** until clear.

**Note: SUSF TABLE must be cleared for all D1 Agencies.**

- ☐ Last day for FFIS Disbursements **for all Agencies**;
- ☐ e-GovTrip and SMARTPAY2 Splitters in-place at 11:59 PM CDT.

**Monday, September 28, 2009, for all USDA AGENCIES UNLESS NOTED**

- ☐ **No** e-GovTrip and SMARTPAY2 INTERFACES for **All Agencies**, **Note:** (**Cancel in cycle with other jobs in job stream**);
- ☐ Run LAST ABCO FEEDER RUN for **all Agencies**;

**JOINT-INTEGRATED FFIS - FMMI CYCLE PROCESSING MASTER SCHEDULE COMMENCING  
SEPTEMBER 18 THRU 30, 2009, AND OCTOBER 1 THRU 5, 2009**

- ☐ Ensure ABCO SPLITTER IN PLACE at 11:59 PM CDT for **D1 Agencies;**
- ☐ CPAIS system cut-off, CPAIS system unavailable for **all agencies;**
- ☐ Run ABCO, CPAIS, CAPS, and OTRS Interfaces and Full Nightly Cycle with NO disbursements for **all agencies;**
- ☐ All feeders **EXCEPT** ABCO, CAPS, CPAIS, and OTRS will be dated October 1, FY 2010;
- ☐ Run Preliminary Annual Close jobs for **all Agencies;**

**Tuesday, September 29, 2009, for all USDA AGENCIES UNLESS NOTED**

- ☐ **No** e-GovTrip or SMARTPAY2 Interfaces for **All Agencies;**
- ☐ LAST CAPS FEEDER RUN for **all Agencies;** (Note: Job will run when notified. May have to delay running the "interface cycle" or run the CAPS interface twice).
- ☐ Last ABCO, CAPS, and OTRS INTERFACES for **all agencies;**
- ☐ **Deadline for D2 Agencies to enter awards into IAS**
- ☐ **IAS disconnects at 8:00 PM CDT for all agencies;**
- ☐ Run Nightly Cycle with NO disbursements for **all Agencies;**
- ☐ **Run Annual Close Requisition Commitment Reversal Job in Final Mode for all Agencies;**
- ☐ Run **PAYABLE, OBLIGATION, ACCRUAL and RECEIVABLE TRANSFER REVERSAL JOBS** in **Final Mode** for **all agencies;**
- ☐ **ARCHIVE** ALL ACCEPTED DOCUMENTS for **D1 Agencies;** PARM is **PMARCHIV.**
- ☐ Put IAS and CAPS Splitter in-place at 11:59 PM CDT for **all D1 Agencies;**
- ☐ **Last Day** for FF37 FSIS Lockbox, a **D1 Agency;**
- ☐ **Scheduling will run DATASAVE program for ALL FFIS agencies;** Note: **SchedCNTL prior to running CAS, Disbursing for FY 2010.**
- ☐ Run Preliminary Annual Close jobs **all Agencies;**

**Wednesday, September 30, 2009, for all USDA AGENCIES UNLESS NOTED**

- ☐ No e-GovTrip or SMARTPAY2 Interfaces for **D1 Agencies;**
- ☐ Run Full Nightly cycle with No Disbursements for **all agencies;**
- ☐ Run September 2009 Monthly Close and Final 224 for **all agencies;**
- ☐ Run September 2009 Monthly Close and Final 224 for **D1 Agencies** when notified (Caveat **D1 agencies**); See **\*\*\*\*.**
- ☐ Expired accounts moved to canceled **for all agencies;**
- ☐ Lead Summary of Suspense balances as of August 31, 2009, for **all other agencies;**
- ☐ Explanations/causes and actions planned for abnormal balances as of August 31, 2009, for **all other agencies;**
- ☐ CPAIS System unavailable **for all agencies;**
- ☐ No e-GovTrip or SMARTPAY2 Interfaces for **All agencies;**
- ☐ FFIS System Date **MUST REMAIN September 30, 2009.**
- ☐ Run Preliminary Annual Close jobs **all Agencies;** Note: Preliminaries Clean (EXCEPT "NEXT YEAR APPROPRIATION" NOT DEFINED RC: 0004 ERRORS)for **D1 agencies;** Monthly Close should not occur if not clean).

JOINT-INTEGRATED FFIS - FMFI CYCLE PROCESSING MASTER SCHEDULE COMMENCING  
SEPTEMBER 18 THRU 30, 2009, AND OCTOBER 1 THRU 5, 2009

- ☐ OTRS and CPAIS Splitters in place at 11:59 PM CDT for **D1 agencies**;
- ☐ Run USID Job to lock out all users **EXCEPT** FRB, COD, and Agency Identified personnel (for D1 agencies only after monthly cycle runs);
- ☐ Need FFIS ID of all those personnel involved? Note: Only D1 Agencies. Q1. Who will provide this information? \_\_\_\_\_; And when? \_\_\_\_\_.
- ☐ Run **Deviation** for to remove cash accounts; **Note:** This action cannot run until all of the monthly close cycles/jobs are completed.

\*\*\*\* **Period 12 close for D1 agencies** is predicated on a "**Go/No-Go Decision**" via email from Darrell Kennedy, FMFI Implementation Team Leader. **Note:** A decision is required to continue processing **D1 agencies** into October 1, 2009, if they are not ready to migrate.

DO **NOT** CHANGE GLRV PARM DATE

<b>P03NGLRV</b>	<b>PMGLRVJV</b>	1	1	1	Card Number
		2-9	GLRVJV		Program ID
		10-14	09412		Accounting Period (YYQMM)
					E
		2	1	2	Card Number
			62-80	OFF-LINE	User ID

- ☐ No Disbursements if run a Nightly cycle for **D1 Agencies**; **Note:** Modify the cycle; cancel the jobs in the job stream;
- ☐ All Cost Allocation must be corrected for **D1 Agencies**;
- ☐ Cancel **UTAP Job** in Monthly cycle for **D1 Agencies**;
- ☐ Review USID PARM and make all necessary changes for year-end processing; Q1. Which PARM \_\_\_\_\_ and which Job(s) \_\_\_\_\_? Q2. What should the setting be? \_\_\_\_\_. for **D1 Agencies**;
- ☐ After the monthly cycle completes for **ALL D1 AGENCIES**, **remove** all transaction codes prior to October 1, 2009, from the TCAT table **EXCEPT:** AA, BE, BL, B2, PA, PL, PR, TC, MO, SV, YE, YF.
- ☐ Do **NOT** Run E-GovTrip, SMARTPAY2, GVTs, and OTRS INTERFACES, BACKFEEDS, IPAC, 224 or DISB JOBS in any FFIS cycle **after** September 30, 2009, **for all D1 Agencies**.

=====

**Thursday, October 1, 2009. Note: D1 agencies specified personnel should retain FFIS access until the year-end processing is complete for all eight agencies.**

- ☐ For **D1 agencies ONLY** in **FMFI-SAP**, activate interfaces, direct entry, and disbursements; Implementation Team **recommends** not running interfaces;

JOINT-INTEGRATED FFIS - FMMI CYCLE PROCESSING MASTER SCHEDULE COMMENCING  
SEPTEMBER 18 THRU 30, 2009, AND OCTOBER 1 THRU 5, 2009

- ☐ In FFIS, Open Period 13 for all agencies. For D1 agencies, Run Modified Cycles with NO interfaces from October 1, 2009, until Final Annual Close. With regard to (WRT) all other nine (9) agencies' adjustments, run interfaces and full nightly cycles.
- ☐ Run Preliminary Annual Close Jobs for D1 Agencies;

For all nine (9) FFIS Agencies:

- ☐ IAS-FFIS MQ channels reconnected for D2 Agencies only as of 6:00 AM CDT Thursday;
- ☐ IAS Retry for close button is enabled for D2 Agencies
- ☐ Run Interfaces and Nightly Cycles; (Note: Resume e-GovTrip and SMARTPAY2 Interfaces;
- ☐ Transmit Final 224 to Treasury for all agencies;
- ☐ Run Preliminary Annual Close and Reversal Jobs for all other agencies;
- ☐ CPAIS System unavailable;
- ☐ Submit Agency and USDA Consolidated FAM 2020 - Checklist for Federal Reporting and Disclosures, Summary of Changes to OIG. Window opens for FACTS I ATB submission;
- ☐ Schedule of Unprocessed Intra-Departmental IPAC bills provided to agencies;

Friday, October 2, 2009, for all USDA AGENCIES UNLESS NOTED

- ☐ For D1 agencies ONLY in FMMI-SAP, activate interfaces, direct entry, and disbursements; Implementation Team recommends not running interfaces;
- ☐ For D1 agencies, Run Modified Cycles with NO interfaces from October 1, 2009, until Final Annual Close.

For all nine (9) FFIS Agencies

- ☐ Run Interfaces and Nightly Cycles;
- ☐ CPAIS System unavailable;
- ☐ Import accounting period 13/2009;
- ☐ Intra-departmental balances as of September 30, 2009, from FACTS I file to ITRS;

Saturday, October 3, 2009, for all USDA AGENCIES UNLESS NOTED

- ☐ For D1 agencies ONLY in FMMI-SAP, activate interfaces, direct entry, and disbursements; Implementation Team recommends not running interfaces;
- ☐ For D1 agencies, Run Modified Cycles with NO interfaces from October 1, 2009, until Final Annual Close.

**JOINT-INTEGRATED FFIS - FMMI CYCLE PROCESSING MASTER SCHEDULE COMMENCING  
SEPTEMBER 18 THRU 30, 2009, AND OCTOBER 1 THRU 5, 2009**

**For all nine (9) FFIS agencies**

- ☐ Payroll Weekend-Pay Period # 19;
- ☐ System available 6:00 AM to 4:00 PM CDT;
- ☐ FDW available 6:00 AM to 5:00 PM CDT;
- ☐ Run **MASC** roll after notification from Evelyn Sanford;
- ☐ Run CAS 224 job **after** the MASC Job, if no problem; wait for Evelyn Sanford's email;
- ☐ Run **ACXT** cycle (around 12:00 Midnight CDT)

**Sunday, October 4, 2009, for all USDA AGENCIES UNLESS NOTED**

- ☐ For **D1 agencies ONLY** in **FMMI-SAP**, activate interfaces, direct entry, and disbursements; Implementation Team **recommends** not running interfaces;
- ☐ **For D1 agencies, Run Modified Cycles with NO interfaces from October 1, 2009, until Final Annual Close.**

**For all nine (9) FFIS agencies**

- ☐ Payroll Weekend-Pay Period # 19;
- ☐ System available after payroll cycle completes;
- ☐ No FDW availability;
- ☐ Run Interfaces and Nightly Cycles;

**Monday, October 5, 2009, for all USDA AGENCIES UNLESS NOTED**

- ☐ For **D1 agencies ONLY** in **FMMI-SAP**, activate interfaces, direct entry, and disbursements; Implementation Team **recommends** not running interfaces;
- ☐ **For D1 agencies, Run Modified Cycles with NO interfaces from October 1, 2009, until Final Annual Close.**
- ☐ **IAS-FMMI interface will be available for new business**

**For all nine (9) FFIS agencies**

- ☐ Run Interfaces and Nightly Cycles;
- ☐ Run Preliminary Annual Close jobs;
- ☐ CPAIS System available for FY 2010 activity;